

EMPLOYMENT AND WAGE REPORT REMOVAL

Introduction

This section of the user guide will show how an authorized user can remove previously submitted employment and wage detail records. The system provides the capability to remove erroneously submitted employment and wage detail records and using this option will delete the records completely for the chosen year/quarter. The removal will be treated as an adjustment and will be shown in the employment and wage detail submission history. After removing the incorrect wage detail report for a quarter, you will be able to enter wage details for the same quarter, using the standard submission process.

Step-by-Step Instructions:

1. Navigate to the employment and wage detail home page using the instructions provided in the section – ‘Navigating to Employment and Wage Detail Reporting’.
2. Click on the link ‘Employment and Wage Report Removal’. The following screen will appear. Select the year and quarter(s) you wish to search for, using the drop down menus. Click on ‘Search’.

Massachusetts Department of Workforce Development

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Submit Employment and Wage Detail

Employer Information

Employer Account Number: 100 Employer Name: Employer

Employment and Wage Detail Adjustment Process

1 Select Report → 2 Adjust Records → 3 Confirm Adjustment → 4 Process and Calculate → COMPLETE

Prior Quarter Search

Year: 2009 Quarter: All

[Search](#) [Reset](#)

3. The search results will display the list of existing wage detail records. Select the quarter you wish to remove the wage detail records, using the radio button. Click ‘Next’.



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Employer Information

Employer Account Number: **100** Employer Name: **Employer**

Employment and Wage Detail Adjustment Process



Prior Quarter Search

Year: 2009 Quarter: All


Search
Reset

Search Results

Year	Quarter	Last Submission Type	Status	Total Gross Wages	Number of Records	Transaction Date
<input type="radio"/> 2009	April, May, June (Q2)	Adjustment #1	Submitted	\$15,000.00	1	11/9/2009
<input checked="" type="radio"/> 2009	October, November, December (Q4)	Original	Submitted	\$15,000.00	1	11/11/2009

Next

4. The following screen will appear, displaying a message to verify your decision to remove the wage report. To proceed, enter a reason for deletion and click 'Next'.



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Employer Information

Employer Account Number: **100** Employer Name: **Employer**

Employment and Wage Detail Adjustment Process



Reporting Information

Employment and Wages Paid for the Quarter: **October, November, December (Q4)**

Year: **2009**

Submission Type: **Adjustment #1**

Employment and Wage Report Removal

- You have selected to remove the employment and wage report for Quarter 4 of Year 2009. If this is correct, please confirm by entering a reason below and selecting 'Next'. **By selecting next the employment and wage report shown above will be permanently deleted.** If this is not correct, select 'Previous' to return to the quarter/year select screen.

Reason: *

Previous
Next

5. On the next page, the details of the adjustment will be displayed, indicating a reversal of the charges from the original submission. Click 'Submit' to proceed with the removal.
6. A confirmation number will be displayed, indicating that the process completed successfully.